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Approved For Release 2003/06/17 : CIA-RDP80R01731R003400100018-9

3 April 1951

MEMORANDUM OF CONVERSATION

SUBJECT: Evaluation of O/O and O/SO Reports - Memorandum of
Conversation with [] (CD/L)

25X1

1. On 29 March Reber, [] discussed the
evaluation of O/O and O/SO reports for the purpose of ascertaining to
what extent CD/L is involved in the processing of requests for evalua-
tions.

25X1

2. Multilith mats of OOB and SO information reports are delivered
to CD/L for reproduction and dissemination of copies. Requests for
evaluations are communicated to CD/L, either orally or by memorandum,
and as a matter of practice, not coincident with delivery of the mats,
but subsequent thereto.

3. Heretofore, an Agency ruling required that all Information
Reports be evaluated within CIA (O/RE or O/SI), and the processing of
these reports to those offices has been a function of CD/L. Reports
have been sent beyond the Agency by CD/L only upon the request of the
originating office. The requirement referred to above, is no longer
valid, however, under the latest revision of the Agency Regulations.

4. It is now proposed that all requests for evaluation be reduced
to writing by the office of origin, and accompany delivery of the mats
to CD/L, and further, that such requests include a designation of that
office or agency from which the evaluation is desired. CD/L would,
under this proposal, discontinue the originating of evaluation requests
at its own instance.

cc: Management

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5. CD/L will transcribe the written instructions received from the originating office, upon the appropriate "Evaluation Form," attach a copy of the report concerned, and forward to the designated office or agency for action.

6. It might be desirable to utilize a single Evaluation Form for both O/O and O/SO reports.

cc: Mr. Kirkpatrick

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